

**Architectural Review Board  
HHP POA ARB Board Room  
Meeting Minutes  
June 2023**

**Board Present:** Jordan Berliner, Chairman, Brad Hix; Landscape Architect, Dale Strecker; Architect, David Barnum, James Slavetskas, Don Schnackel, Pat Smith, Jack Toti, Bob Zinn

**Absent with notice:** JT Landreth

**Staff Present:** Michele Chisolm

**Call to Order:** 8:00 AM

**Minutes:** James Slavetkas motioned to approve the ARB meeting minutes for May 25, 2023. Jack Toti seconded the motion. The May 2023 Meeting Minutes were unanimously approved.

**Meeting Adjourned:** Dale Strecker motioned to adjourn the ARB Meeting on June 29, 2023, Bob Zinn seconded the motion. The June 2023 ARB Meeting was adjourned at 08:45 am.

1. Lot 5 Turrett Shell Lane #9 Case: 8141  
 Kuiken  
 Final Review: Submitted final plans to add a screen porch addition in the rear. The plans submitted were granted Administrative Approval if the revisions can be made before the next scheduled meeting.  
  
 Comments from the Board:
  - The roof plan was denied. The roof design as shown on the plan will not work nor will it look aesthetically pleasing as can be seen from the roadway.
  - The Board requests that you make the roof pitch 4:12 and change the material to shingles.

Update: The Board reconsidered the original roof plan drawings after an onsite visit of the property. The Board approved the plans due to the location of existing roof elements and the fact that the rear of the property backs up to the cross street visible to only three homes.
  
2. Lot 204 Cygnet Court #22 Case: 8129  
 Pearce  
 Concept Review: Submitted plans requesting a 5'11" variance to add a two car garage with bonus room. The variance was denied.  
  
 Comments from the Board:
  - The two-car garage with bonus room concept is too massive.
  - The Board suggest that you re-submit a concept for a one car garage bay with or without a bonus room. The Board does not want to be specific as they cannot guarantee approval. They have to see what the concept design looks like to see if it is approvable.

Update: Owner said they will revisit the issue and consider another concept submission.
  
3. Lot 122 Savannah Trail #28 Case: 6067  
 Surprenant  
 Concept Review: Submitted plans to expand the existing garage to accommodate a second parking bay, remodel the driveway, add a two story porch on the rear, a second story and extensive interior network, and remove the existing chimney has been approved.

Comments from the Board:

The Board encourages you to move forward with preliminary or final plans for review. The final plans must be full working drawings with a site plan (1/8-inch scale), tree and topo survey if applicable, elevation drawings of all four (4) sides, culvert inert elevations, finish floor elevations, spot grade elevations, adjacent property elevations if applicable, roof plan, drainage plan if applicable, window schedules if applicable, structure details, cross section details, wall section details, electrical plans, exterior colors, and materials a landscaping plan if applicable, and else that applies.

4. Lot 127 Hickory Forest Drive #84 Case: 5807  
Lawro

Final Review: Submitted plans requesting an 8'6" variance to add a screen porch addition to the side rear. The plans and variance request submitted were granted Final Approval. A final approval letter was forwarded to the Owner and Designer.

Comments from the Board:

- Provide a copy of the structural drawings to POA Staff.

5. Lot 38 Deerfield Road #40 Case: 7631  
Castellane

Final Review: Submitted final plans to add a screen porch on an existing deck in the rear. The final plans submitted were granted Administrative Approval with comments.

Comments from the Board:

- A roof pitch less than 3:12 must be metal.
- The Board asks that you change the roof pitch to 4:12 to be shingled.

6. Lot 28 Pineland Road #37 Case: 5044  
Perkins

Final Review: Submitted final plans to add a garage addition. A 1'6" variance was granted in the May review meeting. The final plans submitted were granted Final Approval with comments. A final approval letter was forwarded to the Owner and Architect.

Comments from the Board:

- Submit a landscape plan for the garage addition.

7. Lot 38 Big Woods Drive #44 Case: 7051  
Gruber

Concept Review: Submitted conceptual plans to request a 10' variance to add a two car garage. The concept plan submitted was approved with comments.

Comments from the Board:

- Windows and siding material must match the existing house.

8. Lot 93 Deerfield Road #39 Case: 5095  
Sass/Rodriquez

Final Review: Re-submitted final plans to add a two-car garage with bonus room, rebuild and expand rear deck, replace doors and windows. The final drawings submitted were granted Final Approval. A final approval letter was forwarded to the Owner.

9. Lot 81 Seabrook Drive #301 Case: 8007  
 Dickes  
 Final Review: Submitted a proposal to request permission to install accordion and fabric shutters to the windows and doors of the residence. The Board approved the fabric shutters proposal. The accordion shutters proposal was denied.

Update: The Owner moved forward with the fabric shutters.

Administrative Approvals:

10. Lot 165 Sea Otter Ct. #6	Patio/Hot tub	Case: 5504
11. Lot 190 Anglers Pond Ln #7	Driveway Repair	Case: 8713
12. Lot 128 Headlands Drive #49	Patio/Hot tub	Case: 8126
13. Lot 178 Savannah Trail #3	Patio	Case: 5873
14. Lot 378 Neptune Court #7	Garage Door	Case: 7638
15. Lot 27 Big Woods Drive #30	Door/Windows	Case: 5868
16. Lot 120 Royal James Drive #34	Door	Case: 7940
17. Lot 44 Sundew Court #2	Patio	Case: 5876
18. Lot 99 Sugar Pine Lane #10	Windows	Case: 6000
19. Lot 33 Arrow Wood Road #21	Privacy Wall Ext.	Case: 5205
20. Lot 78 Windy Cove Court #10	Door	Case: 6857
21. Lot 29 Headlands Drive #2	Driveway	Case: 6093
22. Lot 26 Fernwood Court #26	Door	Case: N/A
23. Lot 88 Edgewood Drive #33	Service Yard	Case: 6175
24. Lot 46 Eagle Claw Lane #19	Weathervane	Case: 8051
25. Lot 30 Herring Gull Lane #18	Pool Renovation	Case: 7650
26. Lot 12 Myrtle Bank Road #13	Hot Tub	Case: 6006
27. Lot 233 Cypress Marsh Drive #46	Extend Driveway	Case: 5485
28. Lot 18 Oyster Shell Lane #10	Enclosure	Case: 8503
29. Lot 13 Raintree Lane #24	Driveway	Case: 6335

**Fees:**

June Review Fees:	\$ 3,900
June Administrative Fees:	\$ 1,875
Total Fees:	\$ 5,775
Y.T.D Fees:	\$ 40,195
June Tree Mitigation Fees:	\$ 1,293
Y.T.D. Fees	\$ 2,811
May Fines:	\$ 0
Y.T.D. Fines:	\$ 300

The next scheduled ARB Meeting is Thursday, July 27, 2023.